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**To:** Waye, Don; Croxton, Dave; Henning, Alan; Wu, Jennifer; allison.castellan@noaa.gov; Solloway, Chris; Flahive, Katie; Rueda, Helen; Parry, Roberta; Melissa Rada - NOAA Affiliate  
**CC:** joelle.gore@noaa.gov; Psyk, Christine; Hall, Lynda; Byrne, Jennifer; jeff.dillen@noaa.gov; Barber, Anthony; Sweeney, Stephen  
**Sent:** 11/5/2014 1:11:09 PM  
**Subject:** Nov 4th OR CZARA Tech Call Action Items & Decisions

### **November 4 OR CZARA Tech Team Call**

*Note: Allison on vacation during Nov 7-14 and Lynda and Don at the NPS conference in Nov. 17-20.*

#### **Action Items**

- Cancel November 4<sup>th</sup> Managers' Meeting. *Completed*
- Make sure everyone within your organization understands that the decision/finding document and response to comments document was emailed on 10/22/14 as part of the Managers' Oct 21 meeting action items/decisions email and are aware of the deadline of November 7. *Completed*
- Alan will provide written examples or language for the Ag MMs discussion on Nov 4. Don will encourage Roberta to attend. *Completed.*
- Jayne will review the state submittal to determine if there are comments contained within and whether any of those comments are already addressed or need to be added to the response to comments document by COB on Oct 15.
- Tech Team will begin working on management support documents such as talking points, powerpoints and roll-out/communications plan (using previous versions as models) for January 30 decision. Allison will develop the initial draft of the rollout plan and the three things memo and share with the team. *Completed.*
- Tech Team will review Allison's draft FR notice, the cover letter to the state, draft roll out plan and three things management briefing memo (see her 10/28 email) by November 6.
- Don will draft interim approvals for OSDS and New Development (cover letter and attachment with the rationales) by Nov 14.
- Tech team will address comments received by legal and management teams between Nov. 10<sup>th</sup> and Wed. Nov. 26<sup>th</sup>.

#### **Decisions**

- Will strive to publish the FR Notice on Jan. 30.
- Nov 4<sup>th</sup> managers' meeting will be cancelled
- During December, Tech Team will raise managerial, policy and legal issues which arise during the review of the comments on RtC and decision documents, as well as the communications plan and upper management briefing documents.

#### **Upcoming CZARA Tech Meetings**

November 18 at 10 am/1 pm  
November 25 at 10 am/1 pm

Regards,

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